

Minutes

Steering Committee Meeting

March 25, 2003

1:30 – 2:30

10 Hazen Drive, Director's Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Periodic Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Pat Harte – City of Manchester

Rebecca Landry – City of Keene

Teresa Williams – NHCTCA

Chuck DeGrace – Dept. of Safety, IT

Pricilla Vaughan – Title Bureau, DMV

Denise Bodwell – Title Bureau, DMV

Robert Kirkpatrick - Dept. of Safety, IT

Arthur Garlow – DMV

Rachel Henderson – Bearing-Point

Jim Bronson - Dept. of Safety, IT

Brian Smith - Dept. of Safety, IT

Dennis Roffman - Dept. of Safety, IT

Mary Kurkjian - Bearing-Point

Kelly Michael – DMV

Lynda Mower - NHCTCA

Agenda Topics

I. Schedule			Dennis Roffman
<ul style="list-style-type: none"> Reviewed the schedule which remains the same as it was at the previous meeting 			
Action Items:	Person responsible:	Deadline:	
<ul style="list-style-type: none"> Merge Implementation, Design, and Networking schedules into a single high level schedule to present a global view of contingent events. 	Dennis Roffman		
II. Recent Accomplishments			Dennis Roffman
<ul style="list-style-type: none"> XML Beta schema has been completed. We are getting feedback from vendors and cities and incorporating it into the XML final spec. Validation sessions have been conducted for the uUser iInterface with about 25 users. We have received about 60 comments which are presently being reviewed and analyzed. 			
Action Items:	Person responsible:	Deadline:	
<ul style="list-style-type: none"> None 			
III. In Progress – System Design and Architecture Part II			Dennis Roffman
<ul style="list-style-type: none"> Brief review of the items in progress including updates to the uUser iInterface, object & data models, sequence diagrams, NMVITIS design and the SPOTS interface with CPI. 			
Action Items:	Person responsible:	Deadline:	
<ul style="list-style-type: none"> None 			
IV. Technical Team Status			Jim Bronson
<ul style="list-style-type: none"> We have been working with the cities and vendors to collect questions regarding the XML interface. Clarified the difference between the Beta and Final versions of the XML spec. Final version will include Beta plus updates resulting from system design refinements. Printing registration documents proof of concept has been completed. Network connection issues continue to be investigated and resolved. Work still remains to clearly define networking architecture. User closeout process is not in the Beta XML but has been addressed and will be included in the final design. The state will provide a test platform for city and vendor MAAP interface. The detail of the platform has not yet been defined Will be scheduled consistent with the project plan. The proof of concept for credit card processing is in progress and moving along without problems. 			

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Rebecca requested information describing the frame relay and the Sun connectivity 	Jim Bronson	
V. Implementation Team Chuck DeGrace		
<ul style="list-style-type: none"> Team has about 25 – 30 issues including training, staff and resources, support, etc.... Project schedule is being developed to manage tasks and assign responsibility. Working to determine the best means of implementation, phased or direct cutover 		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> None 		
VI. IT Issues Dennis Roffman		
<ul style="list-style-type: none"> Microfocus compiler problem for UNI is nearly resolved. Final testing is scheduled to occur within the next week. Some PC reduction is being achieved with the use of KVM switches to allow a single keyboard, mouse and monitor to be used for multiple PCs. Currently know of five vendors whose software is being used by city and vendors. Working to ensure all vendors are accounted for. 		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Determine financial impact of CPI modification to SPOTS interface to accommodate MAAP. Multiple PC reduction for towns. 	Dennis Roffman Chuck DeGrace, Jim Bronson	
VII. Business Issues Dennis Roffman		
<ul style="list-style-type: none"> A summary of understanding is going to be sent to towns to validate the current design and requirements for the town fee calculation. This information will be used to complete the design and make sure it fulfills the requirements. No progress has been made on the Primedia contract negotiations. Cities and towns need information to manage plate inventory. Cities &and towns will be provided with minimum estimated plate volumes so they can secure adequate storage space. Steering Committee documents will be distributed on the Dept. of Safety web site. This effort is in progress. Impact of town and boat registrations on marinas is no longer an issue. Members have been asked to give some thought on a logo for MAAP and to consider how the system should be “marketed” and presented to the various user communities to clearly communicate its purpose and utility. The notion of renaming MAAP to represent 		

the entire motor vehicle application was raised.

- The potential of extending components of MAAP to be made available directly to citizens was discussed.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none">• Provide information to cities and towns needed to estimate required plate volumes.• Primedia cost allocation and negotiations.	Chuck DeGrace Art Garlow	
VIII. Miscellaneous Dennis Roffman		
<ul style="list-style-type: none">• Dennis and Peter attended the last LoGIN meeting and found it to be valuable. They intend on regularly attending this monthly meeting.		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none">• None		
IX. Project Funding Dennis Roffman		
<ul style="list-style-type: none">• The project is funded until June 30.• Recent legislative initiatives for further funding are encouraging.		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none">• None		

Next Meeting: April 15, 2003, 1:30 at 10 Hazen Drive